



Ledding Library Board August minutes

August 25, 2003; 6:30 PM
Ledding Library

Meeting called by:

Tom Hogan

Attendees:

Attendees: Mark Docken, Pat Healy, Tom Hogan, Sue Trotter, Michael Welling

Absent : Ed Zumwalt

Staff: Cynthia Sturgis

Agenda topics

Approval of minutes

Approved with the following addition: In the "Facility Planning" section, add "The Board reviewed the drafts of the foundation by-laws and mission statement. Discussion of these documents will be on the August agenda."

Librarian's report

The Friends have agreed to pay for thin client workstations to be used as PACs. The hardware has been ordered and may be installed in September.

The summer reading program has been a great success this year. One thousand children and teens signed up.

The PLC and LNIB continue to discuss variations for a new formula to distribute funds to member libraries. Some additions to the circulation/population served may be eliminating renewals and raising the amount of circulation for ratcheting. Joanna Rood will have some spreadsheets available at the September LNIB meeting showing the effects on library distribution. That meeting is scheduled for Thursday, September 11 at 1:30 at the network office.

After reviewing the July statistics, Mark Docken suggested that the number of days open be replaced with the number of hours open weekly. With the cutback in hours in July, the library is now experiencing a reduction in circulation. The change in hours is part of that problem, as well as the change in circulation period for videos and dvds.

Patriot Act procedures and privacy policy

After much discussion, the Board voted to recommend to the City Council the adaption of the policy with an addition to Section 4 Procedures for Handling Requests for Library Records. The request should be sent to the City Manager who will decide whether to forward it to the City Attorney for review.

September 22 meeting

Joanna Rood has agreed to speak at the September meeting, and the Public Safety Building meeting room has been booked. Chair. Tom Hogan will write a letter to members of the City Council inviting them to the meeting for a discussion of the state of public libraries in Clackamas County. A variation of the letter will also be distributed to Neighborhood Association Chairs., the Pilot, the library newsletter, the Facility Planning group, local schools, and community service groups.

Facility planning
<p>Architect Rob Dortignacq meet with library staff, Pat Healy, Michael Welling, and Kelly Somers from Public Works to set priorities for the floor design of the expanded building plans. Discussion will continue at a meeting on September 11.</p> <p>The Board discussed the drafts of the foundation by-laws and mission statement and recommended that the documents be sent to the City Manager and Attorney for review.</p> <p>The Faciilty Planning Committee will be visiting Neighborhood Associations to report on the progress of the cost estimate plan from Rob Dortignacq. They are working on a short presentation and handouts. Michael Welling has agreed to design and print the flyers. Molly Hanthorn brought a newspaper ad from the Tillamook Library the committee decided to use as a guide for the flyers. Joe and Cynthia will edit it and send to Michael.</p>